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18 April 1972

MEMORANDUM FOR: Chief, Investigations Division

SUBJECT : IOS - Conduct of Investigations
(Review of Requirements of EO 9835,
EO 10450, and DCID 1/14)

1. There are several areas which I think can be explored jointly by Investigations Division and Personnel Security Division which may have some merit. They are not exactly part of the Conduct of Investigations, but involve the overall administration of investigations which might affect some economies or at least improve the work flow.

A) Summer employee program: Advance the processing approximately sixty days or more so that they will not be in competition with the annual drive for applicants, principally clerical personnel, which inundates us after the beginning of January. This would include all summer employees at Headquarters, [REDACTED],

[REDACTED] This will amount to approximately 300 to 350 investigations to be advanced.

B) Targeted recruitment of applicants: Discuss with PSD the feasibility of more concentrated recruitment of applicants in the [REDACTED] Office and [REDACTED] Office areas so as to minimize the competition between DDS&T and Office of Personnel for our field assets.

C) A more concentrated effort to screen applicants during processing: This would include periodic contacting of applicants to screen out those that have obtained other employment or have decided they are no longer interested. Rapid action on the derogatory information furnished Office of Personnel by PSD to obtain cancellations.

D) Consideration of placing clericals in two categories; immediately available and future use: Those immediately available would be given priority treatment in all aspects of processing. This would have to be


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GROUP 1
Excluded from automatic
downgrading and
declassification

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accepted by all parts of DDS or it would not be worthwhile. The other clericals would be given the regular accountable type processing.

2. The above matters would have to be surfaced in the proper manner with Office of Personnel. Our presentation should be that these are areas where cooperation would be to the benefit of the entire DDS processing of applicants. Extreme care should be taken to explain that these actions are in no way a complaint, but rather a concentrated effort by both Office of Personnel and Office of Security to utilize the existing assets in the most productive manner. By implementing these actions, no additional money would be necessary; only a dedication by all involved to further exemplify teamwork in the DDS. A briefing of all Office of Personnel supervisory employees and those in the GS-5 to GS-9 category, who are in close contact with PSD, as to the assets available in the field is recommended. This briefing, similar to the type that Chief, Investigations Division has given to the DDS, would be most beneficial. Chief, PSD has probably a similar briefing in the same vein. If we can generate a feeling of close teamwork, the results will be most beneficial to the entire DDS complex.



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